

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Our Mission
"Honoring California's Veterans"



Classification: Hospital General Services Administrator I
(Salary: \$3845.00-\$4622.00)
Will Also Consider a Business Services Officer I
(Salary) 3658.00 - 4446.00

Tenure/Time Base: Permanent, Full-time

Location: Veterans Home of California - Ventura
10900 Telephone Road, Ventura, CA 93004

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. **SROA/SURPLUS PROVISIONS APPLY.** Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria, you may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at www.cdva.ca.gov. You may also view other examinations offered by the State Personnel Board at www.spb.ca.gov.

Duties and Responsibilities:

- Under the general direction of the Hospital General Services Administrator II, assists with planning, organizing, and directing daily activities involving warehouse, property and equipment management, procurement, supply inventory and business services/purchasing. Monitor laundry and other appropriate service contracts for the facility. Process and distribute mail to the Service Chief and Residential Care Staff
- Assists in the development and implementation of policies and procedures for the General Services Department and with determination of priorities and evaluation of General Services' objectives.
- Assists with the management of assigned General Service's budget allotments and allocations including authorization of expenditures for the facility.
- Coordinates the operations of Procurement and General Services with the various service Chiefs and management at the facility. Ensures activities and services conform to all applicable rules, regulations, and policies of the Veterans Home, department and governmental agencies including State and Federal licensing entities.
- Selects trains and assigns subordinate staff and evaluates performance.
- Reviews departmental records and monthly reports of General Services Department and makes recommendations as appropriate to improve work performance and services.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Inquiries:

Department of Veterans Affairs
Human Resources Division
1227 "O" Street, Room 404
Sacramento, CA 95814
Attn: Jacquie Ruiz, M80#016G-08/09

Voice:(916) 653-2535
TDD:(916) 653-1966

Note: In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process. Please place Attn: J. Ruiz and M80#016G-08/09 on your application.

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.
RELEASED: 4.03.09